

**AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
SERVICES**

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



**RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202
(703) 769-5850
(703) 769-5870 facsimile
<http://www.rgsinc.com>**

Contract Number: **GS-35F-5862H**

Period Covered by Contract: **AUGUST 7, 2003 THROUGH AUGUST 6, 2018**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification **#PS-0029**, dated **06/03/2016**

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.gsa.gov/>



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CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
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132-51	Information Technology (IT) Professional Services
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1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A
(Government net price + IFF based on a unit of one)

1c. HOURLY RATES:

Commercial Labor Category:

Senior Information Technology Policy Advisor

Minimum Education/Experience Requirement:

20 Years Experience plus an advanced degree (MBA, MIS, Masters of Science Degree)

Functional Responsibilities:

Senior Information Technology Policy Advisors (SITPAs) provide expert, independent services and leadership in Information Management and Information Technology specializing in technical areas such as enterprise information management policy and technical infrastructure consulting. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software & hardware, enterprise integration issues, Internet/Web Applications, Integrated Data Environments, IT/IM strategies and adherence to the latest guidance regarding information technology. Typically consults with Chief Information Officers and their staffs to ensure that project/program objectives have been properly defined and that the solution(s) will satisfy the customer's requirement. Provides assistance to enhance the alignment of information technology strategy with business strategy. Supports the definition and implementation of planning processes and systems at the enterprise level and includes both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of organizations and makes recommendations to improve operations.

Commercial Labor Category:

Information Technology Policy Advisor

Minimum Education/Experience Requirement:

10 Years plus a Bachelor of Arts Degree / Bachelor of Science Degree

Functional Responsibilities:

Information Technology Policy Advisors (ITPAs) provide expert, independent services and



leadership in Information Technology and Information Management development and deployment. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in technologies such as imaging, document management, automated workflow, Internet/intranet/Web, messaging, and various development platforms. Senior managers utilize this expertise to develop IT/IM policy and procedures as well as other organizational guidance. Typically coordinates with the lead customer technologist/architect to ensure that project/program objectives have been properly defined and that the solution(s) will satisfy the customer's requirement.

Commercial Labor Category:
Program Manager

Minimum Education/Experience Requirement:

10 years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree

Functional Responsibilities:

Manages and coordinates the implementation of program objectives throughout all phases of a system's or program's life cycle. These phases include: definition, planning, scheduling, and resource management of project activities to achieve the performance, cost and scheduling milestone objectives of the project. Directs the staff to ensure conformance with work requirements associated with accounting, resource allocations, internal management controls, business process improvements, performance measurements, contract deliverables, and all other requirements of the customer's statement of work. Coordinates the work efforts of multiple projects surrounding a common program objective to ensure timely problem resolution, realization of economies of scale and total customer satisfaction. Reviews deliverables for quality, completeness, and adherence to design concepts and user requirements.

Commercial Labor Category:
Senior Systems Engineer

Minimum Education/Experience Requirement:

10 Years Experience plus a Bachelor of Science Degree

Functional Responsibilities:

Provides services and leadership in specialized technical areas. Applies this leadership to any phase of System Life Cycle Support as task requirements dictate. Provides expert advice and assistance in state-of-the-art software/hardware solutions involving multiple operating environments (e.g. NT, UNIX, Novell, Web), database management systems, specialized software, data communications facilities and protocols including value added networks, fourth generation technologies, and complex software tools or packages. Designs complex computer networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Designs interface



programs and performs Research and Development (R&D). Develops security procedures. Performs supportability assessments including logistics support analysis, concurrent engineering assessments, lifecycle cost analysis, obsolescence analysis, simulations and modeling. Performs analyses and studies, enhances or implements system software solutions, performs test and acceptance phases. May be required to act as technical supervisor to other project personnel who must prepare or modify software to field solutions.

Commercial Labor Category:
Senior Systems Analyst

Minimum Education/Experience Requirement:

10 Years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree

Functional Responsibilities:

Performs a senior role in a project's performance to develop and modify complex systems and develop subsystems to enhance the overall system. Typically acts as the senior technical liaison between the customer and the technicians performing development or integration services. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Performs process and data modeling and simulation as required given project requirements. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and orients users to new system.

Commercial Labor Category:
IT Project Manager

Minimum Education/Experience Requirement:

5 Years experience plus Bachelor of Arts Degree, Bachelor of Science Degree or 10 years experience and no degree

Functional Responsibilities:

Manages and coordinates the implementation of a project's objectives throughout all phases of a system's or project's life cycle. Monitors each task and reports to the Program Manager all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a team leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist, resolves unique and unyielding systems problems using new technologies or methodologies. Directs a staff to complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts



with government management personnel. Reports in writing and orally to customer management, including the contracting/purchasing officers or customer's technical representative.

Commercial Labor Category:

Process Modeler

Minimum Education/Experience Requirement:

3 Years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree or 6 years experience and no degree

Functional Responsibilities:

Provides business process modeling services using industry standard tools to define and design business processes. Methods include IDEF₀, IDEF_{1x}, and IDEF₃. Process models are developed to be used in the creation of project plans, entity relationship diagrams to facilitate database development or as the basis for Activity Based Costing (ABC) analysis. Individual shall lead or support various tasks requiring detailed analysis, evaluation, and recommendations pertaining to policies, processes and procedures. Leads BPR/BPI efforts and prepares and delivers presentations on project deliverables relating to business processes and procedures.

Commercial Labor Category:

Senior Application Developer

Minimum Education/Experience Requirement: 10 Years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree or 15 years experience and no degree

Functional Responsibilities:

Provides leadership in the definition of program specifications and architectures. Typically leads a team of programmers who develop and modify software programs. Leads the project through development and lifecycle maintenance. Develops logic for and encodes, tests, modifies and debugs software packages to suit the operating environment (e.g. client server, mainframe, web). Responsible to the Project/Program manager for development of reliable designs and programs. Responsible for meeting schedule and performance objectives for the development project. Installs and maintains software products on the computer systems. Analyzes and fixes problems associated with the software packages and forwards them to the appropriate vendor for problem resolution. Monitors system and corrects any errors or inconsistencies.



Commercial Labor Category:

LAN/WAN Administration Specialist

Minimum Education/Experience Requirement: 3 Years experience plus a Bachelor of Arts/Bachelor of Science Degree, 4 years experience and an Associates Degree in an It related field, or 5 years experience and no degree

Functional Responsibilities:

Designs, installs, maintains, and coordinates the use of client's complex Local Area or Wide Area Network (LAN/WAN) that typically link numerous computing platforms, operation systems and network topologies across widely dispersed geographic areas. Evaluates hardware and software, including peripheral, output and telecommunications equipment. Enforces security procedures, installs network software, network operating systems and manages network performance. Troubleshoots and resolves complex problems. Implements and coordinates network policies, procedures, and standards. Performs site surveys, system audits and installation checklists in planning for installation/integration activity. Responsible for computer system management activities including coordination of hardware and software installation, backups and resource utilization. Maintains files and control procedures for single systems or homogenous local area networks of server and workstations. Controls access to computer resources. Has knowledge of reporting techniques and tools relevant in the assigned environment.

Commercial Labor Category:

Systems Engineer II

Minimum Education/Experience Requirement:

3 Years experience plus a Bachelor of Science Degree, 4 years experience and an Associates Degree in an IT related field or 5 years experience and no degree.

Functional Responsibilities:

Installs and maintains complex networks that typically link numerous computing platforms, applications, operating systems and network topologies across widely dispersed geographic areas. Evaluates, tests and makes recommendations pertaining to hardware and software suitable for large complex networks. Designs, tests and implements systems interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure no disruption of mission-critical applications. Designs and maintains fault-tolerant systems and manages system backups. Recommends changes in methods or procedures where necessary.



Commercial Labor Category:
Systems Analyst

Minimum Education/Experience Requirement: 3 Years experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 4 years experience and an Associates Degree or 5 years experience and no degree.

Functional Responsibilities:

Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops specifications and procedures to enable computer programmers and engineers to prepare required programs and systems. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and other technical personnel, and orients users to new system.

Commercial Labor Category:
Applications Developer I

Minimum Education/Experience Requirement: 2 Years experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 3 years experience and an Associates Degree in an IT related field or 4 years experience and no degree

Functional Responsibilities:

Develops and modifies software programs for the operating system. Develops logic for and encodes, test, modifies and debugs software packages to suit the operating environment (e.g. client server, mainframe, web). Assists in the design, coding, testing, and implementation of systems related modifications. Installs and maintains software products on the computer system. Analyzes and fixes problems associated with the software packages and forwards them to the appropriate vendor for problem resolution. Monitors system and corrects any errors or inconsistencies.

Commercial Labor Category:
Help Desk Specialist

Minimum Education/Experience Requirement: 1-year experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 2 years experience and an Associates Degree in an IT related field or 3 years experience and no degree

Functional Responsibilities:

Responsible for supporting and responding to user support requests as assigned regarding networked workstations, and peripheral devices such as printers, plotters, NICs, CD-



ROMs, and removable disk drives. Duties include installation, removal, and troubleshooting of workstations and related hardware, laptop computers, and software support. Help Desk Specialists have knowledge of the latest operating systems and office productivity applications.

Commercial Labor Category:

Research Analyst I

Minimum Education/Experience Requirement: 1 Year experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 2 years experience and no degree

Functional Responsibilities:

The Functional Analyst works under the general direction of a Sr. Systems Analyst or other senior staff member to define system requirements including performing feasibility studies, cost benefit analyses, developing functional system requirements documents and test plans. The Functional Analyst ensures that systems and documentation conform to the customer's requirements.

EXPERIENCE & DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional credentials, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency*

Degree	Experience Equivalence	Other Equivalence
Bachelors	Associate degree + 2 years relevant experience, or 4 years relevant experience	Professional certification and vocational technical training
Masters	Bachelors + 2 years relevant experience, or Associate + 4 years relevant experience	Professional credentials
Doctorate	Masters + 4 years relevant experience, Bachelors + 6 years relevant experience	Professional credentials



Certifications, Training, and Credentials	Experience Equivalence
Professional exams	1 year experience for every two exams passed
Professional certification and vocational technical training	3 years experience
Professional credentials	6 years experience

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

2. MAXIMUM ORDER*: **\$500,000**
3. MINIMUM ORDER: **\$100**
4. GEOGRAPHIC COVERAGE: **Domestic Delivery Only**
5. POINT(S) OF PRODUCTION:

RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202
6. DISCOUNT FROM LIST PRICES: **Prices shown herein are Net (discounts deducted).**
7. QUANTITY DISCOUNT: **N/A**
8. PROMPT PAYMENT TERMS: **Net 30**
- 9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.
- 9.b Government Purchase Cards are accepted above the micro-purchase threshold.
10. FOREIGN ITEMS: **N/A**
- 11a. TIME OF DELIVERY: **As mutually agreed to by ordering agency and RGS Associates, Inc.**
- 11b. EXPEDITED DELIVERY: **N/A**



- 11c. OVERNIGHT AND 2-DAY DELIVERY: **N/A**
- 11d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. FOB POINT: **Destination**
- 13a. ORDERING ADDRESS:

**RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202**
- 13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. PAYMENT ADDRESS:

**RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202**
- 15. WARRANTY PROVISION: **N/A**
- 16. EXPORT PACKING CHARGES: **N/A**
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: **N/A**
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): **N/A**
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): **N/A**
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): **N/A**
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): **N/A**
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): **N/A**
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): **N/A**
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): **N/A**



- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): **N/A**
- 24b. Section 508 Compliance for EIT: **N/A**
- 25. DUNS NUMBER: **180547119**
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: **Registration valid.**



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 PERFORMANCE INCENTIVES (APRIL 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.



5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data - General, may apply.



8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:



(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

Commercial Labor Category:

Senior Information Technology Policy Advisor

Minimum Education/Experience Requirement:

20 Years Experience plus an advanced degree (MBA, MIS, Masters of Science Degree)

Functional Responsibilities:

Senior Information Technology Policy Advisors (SITPAs) provide expert, independent services and leadership in Information Management and Information Technology specializing in technical areas such as enterprise information management policy and technical infrastructure consulting. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software & hardware, enterprise integration issues, Internet/Web Applications, Integrated Data Environments, IT/IM strategies and adherence to the latest guidance regarding information technology. Typically consults with Chief Information Officers and their staffs to ensure that project/program objectives have been properly defined and that the solution(s) will satisfy the customer's requirement. Provides assistance to enhance the alignment of information technology strategy with business strategy. Supports the definition and implementation of planning processes and systems at the enterprise level and includes both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of organizations and makes recommendations to improve operations.



Commercial Labor Category:
Information Technology Policy Advisor

Minimum Education/Experience Requirement:
10 Years plus a Bachelor of Arts Degree / Bachelor of Science Degree

Functional Responsibilities:
Information Technology Policy Advisors (ITPAs) provide expert, independent services and leadership in Information Technology and Information Management development and deployment. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in technologies such as imaging, document management, automated workflow, Internet/intranet/Web, messaging, and various development platforms. Senior managers utilize this expertise to develop IT/IM policy and procedures as well as other organizational guidance. Typically coordinates with the lead customer technologist/architect to ensure that project/program objectives have been properly defined and that the solution(s) will satisfy the customer's requirement.

Commercial Labor Category:
Program Manager

Minimum Education/Experience Requirement:
10 years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree

Functional Responsibilities:
Manages and coordinates the implementation of program objectives throughout all phases of a system's or program's life cycle. These phases include: definition, planning, scheduling, and resource management of project activities to achieve the performance, cost and scheduling milestone objectives of the project. Directs the staff to ensure conformance with work requirements associated with accounting, resource allocations, internal management controls, business process improvements, performance measurements, contract deliverables, and all other requirements of the customer's statement of work. Coordinates the work efforts of multiple projects surrounding a common program objective to ensure timely problem resolution, realization of economies of scale and total customer satisfaction. Reviews deliverables for quality, completeness, and adherence to design concepts and user requirements.

Commercial Labor Category:
Senior Systems Engineer

Minimum Education/Experience Requirement:
10 Years Experience plus a Bachelor of Science Degree

Functional Responsibilities:
Provides services and leadership in specialized technical areas. Applies this leadership to any phase of System Life Cycle Support as task requirements dictate. Provides expert advice and assistance in state-of-the-art software/hardware solutions involving multiple operating environments (e.g. NT, UNIX, Novell, Web), database management systems, specialized software, data communications facilities and protocols including value added networks, fourth generation technologies, and complex software tools or packages. Designs complex computer networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Designs interface programs and performs Research and Development (R&D). Develops security procedures. Performs supportability assessments including logistics support analysis, concurrent engineering assessments, lifecycle cost analysis, obsolescence analysis, simulations and modeling. Performs analyses and studies, enhances or implements system software solutions, performs test and acceptance phases. May be required to act as technical supervisor to other project personnel who must prepare or modify software to field solutions.



Commercial Labor Category:
Senior Systems Analyst

Minimum Education/Experience Requirement:

10 Years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree

Functional Responsibilities:

Performs a senior role in a project's performance to develop and modify complex systems and develop subsystems to enhance the overall system. Typically acts as the senior technical liaison between the customer and the technicians performing development or integration services. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Performs process and data modeling and simulation as required given project requirements. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and orients users to new system.

Commercial Labor Category:
IT Project Manager

Minimum Education/Experience Requirement:

5 Years experience plus Bachelor of Arts Degree, Bachelor of Science Degree or 10 years experience and no degree

Functional Responsibilities:

Manages and coordinates the implementation of a project's objectives throughout all phases of a system's or project's life cycle. Monitors each task and reports to the Program Manager all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a team leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist, resolves unique and unyielding systems problems using new technologies or methodologies. Directs a staff to complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to customer management, including the contracting/purchasing officers or customer's technical representative.

Commercial Labor Category:
Process Modeler

Minimum Education/Experience Requirement:

3 Years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree or 6 years experience and no degree

Functional Responsibilities:

Provides business process modeling services using industry standard tools to define and design business processes. Methods include IDEF₀, IDEF_{1x}, and IDEF₃. Process models are developed to be used in the creation of project plans, entity relationship diagrams to facilitate database development or as the basis for Activity Based Costing (ABC) analysis. Individual shall lead or support various tasks requiring detailed analysis, evaluation, and recommendations pertaining to policies, processes and procedures. Leads BPR/BPI efforts and prepares and delivers presentations on project deliverables relating to business processes and procedures.



Commercial Labor Category:

Senior Application Developer

Minimum Education/Experience Requirement: 10 Years Experience plus a Bachelor of Arts Degree/Bachelor of Science Degree or 15 years experience and no degree

Functional Responsibilities:

Provides leadership in the definition of program specifications and architectures. Typically leads a team of programmers who develop and modify software programs. Leads the project through development and lifecycle maintenance. Develops logic for and encodes, tests, modifies and debugs software packages to suit the operating environment (e.g. client server, mainframe, web). Responsible to the Project/Program manager for development of reliable designs and programs. Responsible for meeting schedule and performance objectives for the development project. Installs and maintains software products on the computer systems. Analyzes and fixes problems associated with the software packages and forwards them to the appropriate vendor for problem resolution. Monitors system and corrects any errors or inconsistencies.

Commercial Labor Category:

LAN/WAN Administration Specialist

Minimum Education/Experience Requirement: 3 Years experience plus a Bachelor of Arts/Bachelor of Science Degree, 4 years experience and an Associates Degree in an It related field, or 5 years experience and no degree

Functional Responsibilities:

Designs, installs, maintains, and coordinates the use of client's complex Local Area or Wide Area Network (LAN/WAN) that typically link numerous computing platforms, operation systems and network topologies across widely dispersed geographic areas. Evaluates hardware and software, including peripheral, output and telecommunications equipment. Enforces security procedures, installs network software, network operating systems and manages network performance. Troubleshoots and resolves complex problems. Implements and coordinates network policies, procedures, and standards. Performs site surveys, system audits and installation checklists in planning for installation/integration activity. Responsible for computer system management activities including coordination of hardware and software installation, backups and resource utilization. Maintains files and control procedures for single systems or homogenous local area networks of server and workstations. Controls access to computer resources. Has knowledge of reporting techniques and tools relevant in the assigned environment.

Commercial Labor Category:

Systems Engineer II

Minimum Education/Experience Requirement:

3 Years experience plus a Bachelor of Science Degree, 4 years experience and an Associates Degree in an IT related field or 5 years experience and no degree.

Functional Responsibilities:

Installs and maintains complex networks that typically link numerous computing platforms, applications, operating systems and network topologies across widely dispersed geographic areas. Evaluates, tests and makes recommendations pertaining to hardware and software suitable for large complex networks. Designs, tests and implements systems interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure no disruption of mission-critical applications. Designs and maintains fault-tolerant systems and manages system backups. Recommends changes in methods or procedures where necessary.



Commercial Labor Category:

Systems Analyst

Minimum Education/Experience Requirement: 3 Years experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 4 years experience and an Associates Degree or 5 years experience and no degree.

Functional Responsibilities:

Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops specifications and procedures to enable computer programmers and engineers to prepare required programs and systems. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and other technical personnel, and orients users to new system.

Commercial Labor Category:

Applications Developer I

Minimum Education/Experience Requirement: 2 Years experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 3 years experience and an Associates Degree in an IT related field or 4 years experience and no degree

Functional Responsibilities:

Develops and modifies software programs for the operating system. Develops logic for and encodes, test, modifies and debugs software packages to suit the operating environment (e.g. client server, mainframe, web). Assists in the design, coding, testing, and implementation of systems related modifications. Installs and maintains software products on the computer system. Analyzes and fixes problems associated with the software packages and forwards them to the appropriate vendor for problem resolution. Monitors system and corrects any errors or inconsistencies.

Commercial Labor Category:

Help Desk Specialist

Minimum Education/Experience Requirement: 1-year experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 2 years experience and an Associates Degree in an IT related field or 3 years experience and no degree

Functional Responsibilities:

Responsible for supporting and responding to user support requests as assigned regarding networked workstations, and peripheral devices such as printers, plotters, NICs, CD-ROMs, and removable disk drives. Duties include installation, removal, and troubleshooting of workstations and related hardware, laptop computers, and software support. Help Desk Specialists have knowledge of the latest operating systems and office productivity applications.

Commercial Labor Category:

Research Analyst I

Minimum Education/Experience Requirement: 1 Year experience plus a Bachelor of Arts Degree/Bachelor of Science Degree, 2 years experience and no degree

Functional Responsibilities:

The Functional Analyst works under the general direction of a Sr. Systems Analyst or other senior staff member to define system requirements including performing feasibility studies, cost benefit analyses, developing functional



system requirements documents and test plans. The Functional Analyst ensures that systems and documentation conform to the customer's requirements.

EXPERIENCE & DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional credentials, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency*

Degree	Experience Equivalence	Other Equivalence
Bachelors	Associate degree + 2 years relevant experience, or 4 years relevant experience	Professional certification and vocational technical training
Masters	Bachelors + 2 years relevant experience, or Associate + 4 years relevant experience	Professional credentials
Doctorate	Masters + 4 years relevant experience, Bachelors + 6 years relevant experience	Professional credentials

Certifications, Training, and Credentials	Experience Equivalence
Professional exams	1 year experience for every two exams passed
Professional certification and vocational technical training	3 years experience
Professional credentials	6 years experience

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

**RGS Associates Authorized Price List**

<i>Part #</i>	<i>Consulting Service Categories</i>	<i>GSA Catalog Price (includes IFF)</i>
CON-SER-01	Senior Information Technology Policy Advisor	\$261.19
CON-SER-02	Information Technology Policy Advisor	\$181.60
CON-SER-03	Program Manager	\$129.59
CON-SER-09	Senior Applications Developer	\$107.22
CON-SER-05	Senior Systems Engineer	\$104.60
CON-SER-07	Senior Systems Analyst	\$110.11
CON-SER-18	Process Modeler	\$96.73
CON-SER-04	IT Project Manager	\$94.33
CON-SER-19	LAN/WAN Administration Specialist	\$93.61
CON-SER-06	Systems Engineer II	\$88.50
CON-SER-08	Systems Analyst	\$80.30
CON-SER-10	Applications Developer I	\$72.30
CON-SER-20	Help Desk Specialist	\$68.38
CON-SER-11	Research Analyst I	\$52.12



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

1. PREAMBLE

RGS Associates, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

2. COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact the Contractor.





BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

*SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

The customer identifies their requirements.

Federal Supply Schedule Contractors may individually meet the customers needs, or -

Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

Customers make a best value selection.